

Health and Safety Procedures

Learning Objectives

By the end of this session, ambassadors will be able to:

1. Understand basic health and safety protocols relevant to student ambassador activities.
2. Identify potential risks and know how to respond in emergencies.
3. Promote a safe environment for all participants during events and visits.

10–15 mins

1. Icebreaker Activity

- **Purpose:** Introduce the concept of safety through a quick quiz.
- **Example:** “Health & Safety True or False”
→ participants guess whether statements are true or false.

Materials: Quiz cards or slides, markers.

15–20 mins

2. Presentation: Key Concepts

Use slides or visual aids to cover:

- Overview of health and safety responsibilities.
- Common risks during student ambassador activities.
- Emergency procedures: fire, first aid, evacuation.
- Reporting incidents and near misses.

Materials: PowerPoint slides or printed handouts, Health and safety checklist, Emergency contact sheet.

10–15 mins

3. Case Scenario Discussion

- **Scenario:** During a campus tour, a student trips on uneven pavement and appears shaken. The ambassador is unsure whether to continue the tour or seek help.
- **Discussion Prompts**
 - What should the student ambassador do first?
 - Who should they notify?
 - How can this situation be prevented in the future?

Materials: Printed or projected scenario, group discussion guide.

15-20 mins

4. Role-Play Activity

Activity: Student Ambassadors practice responding to a minor incident during an event.

- **Instructions**

- Assess the situation calmly.
- Inform the appropriate staff member.
- Complete an incident report if necessary.

Materials: Role-play prompt cards, Feedback sheets.

10 mins

5. Reflection & Notes

- **Prompts:**

- What did they learn from this module?
- How can they contribute to a safe environment?
- What questions or concerns do they still have?

Materials: Reflection worksheet or journal, Optional: digital form for submission.

5 -10 mins

6. Summary & Takeaways

- Recap key points.
- Share a handout summarising:
 - Key health and safety responsibilities.
 - Emergency procedures and contacts.
 - How to report incidents effectively.

Materials: Summary handout (print or digital), Health and safety contact list

Useful Links

[Free Safety Quizzes - Workplace Safety Rules](#)